Bloodborne Pathogens Exposure Policy and Procedures

Employees of the State of South Dakota

Department of Health

Bloodborne Pathogens

(HIV, HBV, and HCV)

Exposure Management

PEP Hotline 1-888-448-4911 DOH Hotline 1-800-592-1861

Table of Contents

Secretary of Health's Policy Statement	Page 2
Introduction of Bloodborne Exposure Management	Page 3
Medical Management of Bloodborne Exposures	Page 4
Definition of a Significant Bloodborne Exposure	Page 5
Appendices	
Occupational Risk Exposure Report Form	Form #1
Employee HIV PEP Decision Form	Form #2
Bloodborne Exposure Medical Follow-up Sheet	Form #3
Request for Testing Form (Source Person)	Form #4
South Dakota's Employer's First Report of Injury	Form #5
Employee's Accident Report	Form #6
Attachment	
Post-Exposure "Quick Guide" A	kttachment #1

South Dakota Department of Health Administrative Policies and Procedures

STATEMENT NO. 51

TITLE: Personnel – Bloodborne Pathogens Exposure

ISSUED: April 14, 2003 REVISED: July 28, 2003

In the interest of the health and safety of employees, patients and clients, all needlestick, puncture wounds and exposure to mucocutaneous blood and/or body fluid must be reported as specified by *Administrative Policy and Procedure Statement No. 65*.

In addition, individual occurrences will be managed in accordance with the state's postexposure protocol (available through the Office of the Secretary of Health). This includes all occurrences experienced by Department of Health employees and patients or clients of the department.

All supervisors whose employees are subject to needle-sticks, puncture wounds and exposure to body fluids will make this policy available to their employees upon appointment.

Introduction Bloodborne Exposure Management

Employees may be reluctant to report occupational risk exposures for a variety of reasons, however immediate medical management is vital for the following reasons:

- 1. Immediate reporting allows time for you and your physician to discuss anti-viral treatment risks/benefits.
- 2. Anti-viral treatment has been shown to decrease the rate of HIV seroconversions following occupational exposures by 79% if initiated within 1-2 hours. As time goes by, the potential effectiveness of anti-viral medications preventing HIV infection decreases.
- 3. If after 36 hours anti-viral medications have not been initiated, they are not recommended except in extreme circumstances.
- 4. Post exposure prophylaxis management for Hepatitis B is also available, and should be considered.
- 5. The appropriate forms are required to claim worker's compensation benefits for the post exposure follow up. These benefits may include potential medical benefits.

Medical Management of Bloodborne Exposures Policy and Procedure

- Any employee with a significant bloodborne exposure should immediately wash or flush the exposed area and be immediately directed to the nearest emergency room for assessment and treatment.
- 2. If possible have the employee bring the "Quick Guide" (Attachment #1) with them to the emergency room. (Do not delay employee's departure for this task)
- 3. The exposure may be assessed in consultation with the employee's personal physician so long as it does not result in an unreasonable delay.
- 4. Decisions regarding the initiation of post exposure prophylaxis (PEP) should be made by the employee, and the medical provider.
- 5. Decisions regarding post exposure prophylaxis for Hepatitis B should be made using the algorithm for Hepatitis B prophylaxis ("Quick Guide" Attachment #1). If an employee refuses the recommended Hepatitis B post exposure management, then a baseline Hepatitis B surface antigen test should be done and repeated in 6 months.
- 6. Testing of the employee and the source of the exposure (if a person) is strongly recommended when a significant bloodborne exposure has occurred. **Regardless of the potential risk, the employee has the right to request or refuse testing.**The exposure to the employee should be explained to the source person and testing requested. The source person cannot be tested without consent, except under the circumstances described in SDCL 23A-35B (laws dealing with sexual assault and exposure to law enforcement personnel)
- 7. If the source person chooses to be tested, he/she must give written consent by using the "Request for Testing Form" (Form #4) or similar type consent form.
- 8. The physician may request that the source person's name be checked with the South Dakota Department of Health for reports of bloodborne pathogens. The source person's test results may be released to the physician to assist in medical management decisions.
- 9. The employee may choose to have a baseline test at the time of the exposure, but held and not tested until the source person's test results are known.
- 10. The "Occupational Risk Exposure Report Form" (Form #1) is available to be used.
- 11. Notify the next level supervisor.
- 12. Complete the "South Dakota Employer's First Report of Injury" and the "Employee's Accident Report" forms within seven (7) business days of the exposure. (Forms #5 and #6)

Definition of a Significant Bloodborne Exposure

An exposure to blood or potentially infectious body fluid through:

- 1. Percutaneous (needlestick, puncture or cut by an object through the skin);
- 2. Mucous membrane (exposure to the eyes, mouth, nasal, etc); or
- 3. Non-intact skin (exposure to blood or other potentially infectious body_fluids).

Other infectious or potentially infectious body fluids include:

- 1. Semen
- 2. Vaginal secretions
- 3. Any body fluid visibly contaminated with blood
- 4. Human tissues (including dental extractions)

A significant bloodborne exposure is an exposure to blood or potentially infectious body fluid through:

- 1. Needle stick, puncture or cut by an object through the skin;
- 2. Direct contact of mucous membrane (eyes, mouth, nasal, etc);
- 3. Exposure of broken skin to blood or other potentially infectious body fluids such as:
 - Semen
 - Vaginal secretions
 - Any body fluid visibly contaminated with blood
 - Human tissues (including dental extractions)

Employee's Responsibility

- Needle-sticks, cuts and skin exposures should be washed with soap and water. (Do NOT use bleach)
- Splashes to the nose, mouth, or skin should be flushed with water.
- Splashes to the eyes should be irrigated with sterile irrigants, saline or clean water.
- Report the exposure to your supervisor right away. If HIV Post-exposure treatment is recommended, you should start treatment within 1-2 hours after the exposure or as soon as possible. (This can reduce HIV infection by up to 79%)

Supervisor's Responsibility

- Without delay If a significant blood borne exposure has occurred, get the exposed individual to the nearest emergency room for evaluation. Supervisor should call the emergency room and informs them that they are sending an employee to the emergency room for evaluation and follow-up to a bloodborne exposure.
- Complete a "South Dakota Employer's First Report of Injury" and an "Employees Accident Report" for all bloodborne pathogen exposures. These forms must be completed and filed with the Workers Compensation Office/Bureau of Personnel within seven (7) days of the exposure/incident. An official written report is necessary for reporting the incident and to claim worker's compensation benefits for initial treatment and post exposure testing. If testing is refused this should also be reported. Report exposure to your next level supervisor.
- For additional information contact the Department of Health at 1-800-592-1861 or the check the comprehensive guidelines at http://intranet.state.sd.us/bop/index.htm
- Employees should be referred to the nearest Department of Health office for bloodborne pathogen counseling.

Healthcare Provider's Responsibility

- Determine the nature and severity of the exposure
- Evaluate source patient (if information is available)
- Counsel/treat exposed employee
- Also evaluate employee for Hepatitis B & C

Time is critical with this exposure. Know what you are going to do <u>before</u> an exposure occurs. When in doubt, report the exposure right away and seek guidance.

Supervisor's Checklist

Supervisor's Responsibility

- Supervisor should call the emergency room and inform them that they are sending an employee to the emergency room for evaluation and follow-up to a bloodborne exposure.
- Ensure that the source of the exposure, if known, is informed and that a specimen may be needed for testing.
- The "Occupational Risk Exposure Form" and the "Bloodborne Exposure Medical Follow-up Sheet" will be forwarded to the personnel office for inclusion in the employee's personnel file.
- As the employee receives treatment, the employee should be reminded to notify the personnel office of these treatments. The personnel office shall update the "Bloodborne Exposure Medical Follow-up Sheet"

HIV Post Exposure Testing Protocol

- Base Line Test
- Test 6 weeks after exposure
- Test 3 months after exposure
- Test 6 months after exposure
- Test 1 year after exposure (If Post Exposure Prophylaxis initiated with 2 or more drugs)

Hepatitis C Evaluation

Source Patient

Baseline testing for Hepatitis C antibody (EIA)

Exposed Patient

- Baseline and 6 month testing for Hepatitis C antibody (EIA) and alanine aminotransferase activity (liver enzymes)
- Confirmation by supplemental anti-HCV testing of all anti-HCV results reported as repeatedly reactive by enzyme immunoassay (EIA)
- Educate patient about the risks for and prevention of bloodborne infections, including Hepatitis C
- **Not Recommended** is any post-exposure prophylaxis for Hepatitis C with immune globulin or anti-viral agents (e.g., interferon)

Reference: MMWR Notice to Readers Recommendations for Follow-up of Healthcare Workers After Occupational Exposure to Hepatitis C Virus, Jul 4, 97 http://www.cdc.gov/mmwr/PDF/wk/mm4626.pdf

- Draw Source Patient for Hepatitis B Surface Antigen
- raw Exposed Patient for Hepatitis B Surface Antibody and Surface Antigen

Summary Recommendations for Hepatitis B Prophylaxis Following Occupational Exposure							
	Treatment when source is found to be:						
Exposed Person	HBsAg-Positive	HBsAg-Negative	Source Not Tested				
Unvaccinated	*HBIG x 1 and initiate Hepatitis B Vaccine	Initiate Hepatitis B Vaccine	Intermediate or high risk: treat as though HGsAg- postive Low risk or risk unknown:				
			HBIG optional, initiate Hepatitis B vaccine				
Previously Vaccinated							
Known Responder	Test exposed for anti- HBs If adequate [§] , no treatment	No treatment	Intermediate or high risk: treat as though HBsAg- positive				
	If inadequate, one dose Hepatitis B vaccine		Low risk or risk unknown: anti-HBs testing optional				
Known Nonresponder	*HBIG Stat. Repeat HBIG in 4 weeks	No treatment	Intermediate or high risk: treat as though HBsAg- positive				
			Low risk or risk unknown: HBIG optional				
Response Unknown	Test exposed for anti- HBs If adequate§, no	**Test anti-HBs	Intermediate or high risk: treat as though HBsAg- positive				
	treatment If inadequate, HBIG x 1 plus one dose Hepatitis B vaccine [¶]		Low risk or risk unknown: test anti-HBs** HBIG optional				

HBIG dose 0.06 ml/kg IM

Reference: MMWR Vol 46, No. RR-18, Dec 12, 1997

http://www.cdc.gov/ncidod/diseases/hepatitis/resource/PDFs/RR4618 22-23.pdf

[§] Adequate anti-HBs = ≥ 10 mIU/mL

Follow with repeat anti-HBs testing in 2-3 weeks. If less than 10 mIU/mL, repeat HBIG 4 weeks after initial dose

If less than 10 mIU/mL, administer one dose Hepatitis B vaccine followed by repeat anti-HBs testing in 4 weeks.

OCCUPATIONAL RISK EXPOSURE REPORT FORM

PART I: Exposed Employee Section (please print)

Employee Name:	DOB/_
(Last, First)	(Month/Day/Year)
Job Title:Location of Exposure:	
Date of Exposure/ _/ Time of Exposure	AM/PM
Number of Hepatitis B vaccinations previously received: None_	1 2 3
Previously Anti-HBs positive Yes NoUr	nk
If Yes: result <u>></u> 10 mIU/mL Yes No	_ Unk
Description of incident (give specific details - Enter specific infor regarding the exposure incident):	mation (as applicable
 What the exposed employee was doing at the time the exp after drawing blood on a person requesting HIV testing, I w the needle into the sharps container; (2) I was assisting with a cut on my hand that was exposed to blood) 	as attempting to discard
 How the exposure occurred (i.e., (1) sharps container was f while forcing the needle into the container; (2) the victims b on my hand) 	
 What part of the body was exposed (i.e., (1) left index finger needle I was trying to dispose; (2) the palm of my hand) 	er was punctured by the
 Contributing factors to the exposure (i.e., (1) there was no available in the clinic in which to dispose of the needle; (2) s the scene of the accident) 	

PART II: Source Person Section

Source Person Known	Yes	No	Complete remain	nder of form
Source Person Unknow	n Yes	No	Skip this section	1
Name of person or iden	tifier:			
Last		First	Middle Initia	I
DOB / /	_	Age	Sex:	_MF
Address:		City		State Zip
	Vork ()			
Indicate if source personal bloodborne pathogens.	n has any kı	nown history of bl	oodborne pathoge	ens or risks for

SOUTH DAKOTA DEPARTMENT OF HEALTH

Employee HIV Post-Exposure Prophylaxis (PEP) Decision Form

Employee Statement - to be completed if a physician or physician's designee indicates an exposure having the potential for HIV transmission occurred to a Department of Health employee. I understand that due to my occupational exposure to blood or other potentially infectious materials which occurred on ___/___, that I may be at risk of acquiring HIV infection. I understand the US Centers for Disease Control and Prevention (CDC) publishes recommendations concerning specific protocols for post-exposure prophylaxis that may decrease my risk of acquiring HIV infection. (Post-exposure prophylaxis means medications to help prevent disease which may be taken after an occupational exposure.) I also understand that the only published efficacy data for chemoprophylaxis, after occupational exposure to HIV, is for the drug Zidovudine (ZDU) and other drugs associated with a theoretical decrease of approximately 79% in the risk of HIV seroconversion after percutaneous exposure to HIVinfected blood in a case-control study among health care providers. (Efficacy data for chemoprophylaxis means studies showing prevention medications may be effective. Percutaneous exposure means becoming infected after exposure to a sharp object.) I have been counseled to my satisfaction concerning my occupational exposure incident, associated risks of harm, CDC recommendations, and the physician's or physician's designee's recommendations concerning post-exposure. I acknowledge that I have had the opportunity to ask questions and all my questions have been answered to my satisfaction. I also acknowledge that I have been given the opportunity to receive medications, free of charge, which may reduce my risk of acquiring HIV as a result of my occupational exposure incident. I accept PEP recommendations to take the medication regimen as (Initial) prescribed. If for some reason I cannot complete the recommended course of medication, I will promptly report this to my supervisor. I accept PEP recommendations to not take the medication regimen. (Initial) I refuse to accept PEP recommendations to take the medication regimen. (Initial) Signed: _____(Signature) ______ Date: _____/_____

Witness: _____ Date: ____/ ___/

BLOODBORNE EXPOSURE MEDICAL FOLLOW-UP SHEET

Source Person Blood Testing

Name or ID:						
HIV Status:						
Pos drawn	Neg	Not Done	e Refused	/_		If done, date
If "Not Done	", specify wh	ny:				
Hepatitis B	Surface Ag	j:				
Pos	Neg	Not Done	e Refused		/	_ If done, date drawn
If "Not Done	", specify wh	ny:				
Hepatitis C:						
Pos	Neg _	Not Done	e Refused		_/	If done, date drawn
If "Not Done	", specify wh	ny:				
Employee	Testing					
			Hep B surface Ant		cinated em	ployees only)
If done, date	drawn	/	_/			
Results:	<u>></u> 10 ml	U/mL	_ less than 10 m	IU/mL	_ Not Don	e Refused
HIV Employ	ee Testing	:				

12

Baseline:	Date Drawn:			
Pos Refused	Neg	Indeterminate	Not Done	
Type Screenin	g Test Done:			
Type Confirma	tion Test Done:			
6 weeks:	Date Drawn:			
Pos Refused	Neg	Indeterminate	Not Done	
Type Screening	g Test Done:			
Type Confirma	tion Test Done:			
12 weeks:	Date Drawn:		_	
Pos Refused	Neg	Indeterminate	Not Done	
Type Screening	g Test Done:			
Type Confirma	tion Test Done:			
6 months:	Date Drawn:		_	
Pos Refused	Neg	Indeterminate	Not Done	
Type Screening	g Test Done:			
Type Confirma	tion Test Done:			
1 year:	Date Drawn:			
Pos Refused	Neg	Indeterminate	Not Done	
Type Screenin	g Test Done:			
Type Confirma	tion Test Done:			

Hepatitis C Employee Testing:

Baseline: Date	e Drawn:				
Pos	Neg	ALT	Not Done		Refused
6 month: Date	e Drawn:				
Pos	Neg	ALT	Not Done		Refused
Employee Treatme	ent				
Hepatitis B Immuno	globulin (HBI	G):			
			If yes, date give	/en	/
Hepatitis B Vaccine:					
Dose 1: Yes	No	Refused	d If yes, date	given	//
Dose 2: Yes	No	Refused	d If yes, date	given	//
Dose 3: Yes	No	Refused	d If yes, date	given	//
HIV PEP (Post Exp	osure Proph	ıylaxis)			
Meds Started:	Yes	No	Refused If ye	s, date	started//
Completed 4 weeks?	Yes _	No	Date ended		<u>/</u> /
Medication Taken:					
Specify any other med	dical treatment	t for this exposu	ıre:		

SOUTH DAKOTA DEPARTMENT OF HEALTH SOURCE PERSON CONSENT FORM

I understand that it has been determined by a physician or physician's designee that a Department of Health employee has had a significant exposure to my blood or body fluids. The nature of my blood or body fluids exposure to the Department of Health employee has been explained to my satisfaction.

I understand that in order to make appropriate medical decisions for the Department of Health employee exposed to my blood or body fluids, the Department of Health is requesting that I voluntarily submit a blood specimen for bloodborne pathogens, Hepatitis B, Hepatitis C, and Human Immunodeficiency Virus (HIV) testing. The testing will be free of charge to me and all test results will be provided to:

(a) my physiciar	, or physician's designee,
(b) the Departme	ent of Health employee's physician or physician's designee,
	; and
(c) the Departme	ent of Health.
my blood specim copies of my test	at I was given an opportunity to ask questions about the exposure, how en is to be provided, what tests will be performed, who is to receive results, and any other questions I had. I understood all of the answers before making my decision below.
	onsent to the Department of Health taking a blood specimen from , testing it, and releasing those test results as indicated above.
	fuse to allow the Department of Health to take a blood sample m me.
Name of Source	Person:(Please print)
Source Person S	ignature:
	(date)
Witness:	
	(date)

South Dakota Employer's First Report of Injury

		(See Instructions on Back of	rorm)							
Е	SSN: Date of	Birth: Gender: M \square F \square	# Dependent	s:	Education:					
M	Name:	 □ Less than High School □ GED or High School 								
P L	(Last) Mailing Address:	(Last) (First) (Middle initial) Mailing Address:								
O Y		State: Zip: T			□ Beyond High School					
E	-	-	_							
Е	Employee signature: (X)	ry: a.m./p.m. Fatality Date (if appl	Date		(Co. Color or Proves)					
					(See Codes on Reverse)					
I N	County Where Injury Occurred:	Was Safety Equipm	nent Provided?	Yes□or No□	Body Part Injured					
J	Time Work Day Began on Date of Injury:	a.m./p.m. Was Safety Equipm	(If code 90, Multiple Injury, please specify body part codes for each							
U R	Date Returned to Work (if applicable):	Did Injury Occur on Emplo	oyer Premises? Y	es □ or No □	body part injured.)					
Y /	Address or Location of Injury:									
T R										
E A	2 coorpoon of injury!									
T					N. C. C.					
M E					Nature of Injury					
N T	Injury Reported to: V	Vitness:			Cause of Injury					
	Type of Treatment (please check one) No Treatment	If treatment sought, please specify provider of	treatment:							
	☐ On-Site Treatment	Doctor, Clinic or Hospital Name:								
	□ Clinic □ Emergency Room	Mailing Address:								
	☐ Hospitalization	City: State	Zip	Telephor	ne No.: ()					
-										
	MPLOYER/EMPLOYMENT INFORMATION									
Fe	Federal ID No.: # Employees: Employment Type: \square Regular or \square Temporary									
En	nployer Name (DBA):			Emp. Status: □F	Γ □PT □Seasonal □Volunteer					
Ma	ailing Address:			Date Employee I	lired:					
Ci	ty:	State: Zip:		Employee's Posit	ion:					
Te	lephone No. : ()	County Where Employer Located:		Employee's Time	e in Current Position:					
En	nployer signature:	Date		Employee's Hou						
	Employer signature: Date Employee's Hours Per Week:									
				Employee's Curi	rent Wage:					
C	I AIM OFFICE INFORMATION		.	Employee's Curr	rent Wage:					
	LAIM OFFICE INFORMATION		□ Ch	Employee's Curr	per is same as Insurance Provider					
	LAIM OFFICE INFORMATION AICS for Employer Being Insured (Nature of B	usiness):	☐ Ch	\$eck if Claim Office	per is same as Insurance Provider					
NA			☐ Ch If not, you m UNDERLYIN	\$eck if Claim Office	peris same as Insurance Provider					
NA Ca	AICS for Employer Being Insured (Nature of B	FEIN (Claim Office)	☐ Ch If not, you m UNDERLYIN	Employee's Curres =eck if Claim Office ust complete the for the INSURANCE In the Insu	per is same as Insurance Provider llowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cla	AICS for Employer Being Insured (Nature of B	FEIN (Claim Office)	☐ Ch If not, you m UNDERLYI Carrier Code	Employee's Curr \$eck if Claim Office sust complete the form NG INSURANCE I	per is same as Insurance Provider llowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cla	AICS for Employer Being Insured (Nature of Barrier Codeaim Office	FEIN (Claim Office)	☐ Ch If not, you m UNDERLYI Carrier Code Represented	Employee's Curres \$eck if Claim Office ust complete the folia in SURANCE In (If applicable) Entity Name	per is same as Insurance Provider llowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cla Cla	AICS for Employer Being Insured (Nature of Barrier Codeaim Officeaim Office Address	FEIN (Claim Office)	Ch If not, you m UNDERLYIN Carrier Code Represented Address	Employee's Curr \$ eck if Claim Office ust complete the fo NG INSURANCE I (If applicable) Entity Name	per is same as Insurance Provider clowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cla Cla Cir	AICS for Employer Being Insured (Nature of Barrier Code	FEIN (Claim Office)	Ch If not, you m UNDERLYIN Carrier Code Represented Address	Employee's Curr \$ eck if Claim Office ust complete the fo NG INSURANCE I (If applicable) Entity Name	per is same as Insurance Provider llowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cl: Cl: Te En	AICS for Employer Being Insured (Nature of Barrier Code	FEIN (Claim Office) ZipCode	Chrier Code Represented Address City	Employee's Curr \$ eck if Claim Office ust complete the fo NG INSURANCE I (If applicable) Entity Name Sta	per is same as Insurance Provider clowing PROVIDER INFORMATION FEIN (Insurance Provider)					
NA Ca Cla Cla Cit Te En Cla	AICS for Employer Being Insured (Nature of Barrier Code	FEIN (Claim Office) ZipCode	Chrier Code Represented Address City Telephone No	Employee's Curr \$ eck if Claim Office ust complete the form of INSURANCE In the complete in the form of the complete in the compl	rent Wage: per is same as Insurance Provider clowing PROVIDER INFORMATION FEIN (Insurance Provider) te Zip Code					
NA Ca Cla Cla Cit Te En Cla	AICS for Employer Being Insured (Nature of Barrier Code	FEIN (Claim Office) ZipCode	Ch If not, you mu UNDERLYIN Carrier Code Represented Address City Telephone Nu Policy Number	Employee's Curi \$ eck if Claim Office ust complete the fo NG INSURANCE I (If applicable) Entity Name Sta mber er	per is same as Insurance Provider llowing PROVIDER INFORMATION FEIN (Insurance Provider) te Zip Code					

Submit form to: South Dakota Department of Labor Division of Labor and Management 700 Governors Drive Pierre, SD 57501-2291 Telephone (605) 773-3681

STATE OF SOUTH DAKOTA BUREAU OF PERSONNEL EMPLOYEE'S ACCIDENT REPORT

NAME:	
ADDRESS:	
SOCIAL SECURITY NUMBER:	
DATE OF INJURY:	
TIME OF INJURY:	
DESCRIBE DUTIES PERFORMED AT THE TIME	
LOCATION OF ACCIDENT OR INCIDENT:	
NATURE OF INJURIES:	
WEATHER CONDITIONS:	
MAINTENANCE INFORMATION/DESCRIBE UNS	AFE CONDITION:
NAME AND ADDRESS OF DOCTOR, IF TREATE	
HAVE YOU HAD SIMILAR PROBLEMS IN THE P	
LIST NAME, ADDRESS, AND PHONE NUMBER	
WITNESS:	
EMPLOYEE'S SIGNATURE:	DATE:

GENERAL INSTRUCTIONS

EMPLOYEE

- 1. Notify employer immediately of injury, as required by SDCL 62-7-10.
- 2. Complete all questions in the EMPLOYEE and INJURY/TREATMENT sections.
- 3. Sign the form.
- 4. Submit this form to your employer within three (3) business days after the injury.

EMPLOYER

- 1. Complete all questions in the EMPLOYER/EMPLOYMENT sections.
- 2. Sign the form.
- 3. Submit this form to your workers' compensation insurance carrier within seven (7) days of knowledge of the occurrence of the injury, as required by SDCL 62-6-2.
- 4. Give a copy of the form to the injured employee.
- 5. Keep the copy of the First Report of Injury for at least four (4) years from the date of injury, as required by SDCL 62-6-1.

INSURER

- 1. Complete all questions in the CLAIM OFFICE INFORMATION sections at the bottom of the page.
- 2. Submit this form within ten (10) days of its receipt, as required by SDCL 62-6-3, to:

SOUTH DAKOTA DEPARTMENT OF LABOR

Division of Labor and Management 700 Governors Drive Pierre SD 57501-2291

Tel. (605) 773-3681

BODY PART CODES

DOI	JI I MAI CODE				
02	Blindness one eye	44	Chest, including ribs sternum, soft ribs	78	Ring finger at metacarpal bone
03	Blindness both eyes	48	Internal organs-other than heart, lungs	79	Ring finger at proximal joint
04	Deafness both ears	49	Heart	80	Ring finger at middle joint
05	Deafness one ear	51	Hip	81	Ring finger at distal joint
10	Multiple head injury	52	Upper leg	82	Little finger at metacarpal bone
11	Skull	53	Knee	83	Little finger at proximal joint
12	Brain	54	Lower leg	84	Little finger at middle joint
13	Ear(s)	55	Ankle	85	Little finger at distal joint
14	Eye(s)	56	Foot	86	Great toe metatarsal bone
17	Mouth	57	Toe (other than greater)	87	Great toe at proximal joint
19	Face (facial bones)	58	Toe (greater)	88	Great toe at distal joint
20	Multiple neck injury	60	Lungs	90	Multiple injury
21	Vertebrae	61	Groin	92	Other toe metatarsal bone
22	Disc	67	Thumb metacarpal bone	93	Other toe at proximal joint
24	Other	68	Thumb at proximal joint	94	Other toe at middle joint
31	Upper arm	69	Thumb at distal joint	95	Other toe at distal joint
32	Elbow	70	Index finger at metacarpal bone	96	Little toe metatarsal bone
33	Lower Arm-forearm	71	Index finger at proximal joint	97	Little toe at distal joint
34	Wrist	72	Index finger at middle joint		
35	Hand	73	Index finger at distal joint		
37	Thumb	74	Middle finger at metacarpal bone		
1 -			·	1	

Middle finger at proximal joint

Middle finger at middle joint

Middle finger at distal joint

Cause of Injury Codes

Shoulder

Upper Back

Lower Back

38

41

42

	sc of figury coucs		
01	Body reaction/over reaction (includes chemicals)	70	Striking against or stepping on
03	Temperature extremes	78	Struck or injured by moving parts of machine
13	Caught in/under/between	81	Struck or injured, includes knife or sharp object, kicked, bit, etc. – struck by object, worker, patient, etc.
25	Fall from elevation	89	Hostile attack-person in act of crime
29	Fall from same level	90	Other than physical cause of injury
50	Motor vehicle	94	Repetitive motion – callous, blister, etc.
56	Bending/Lifting	97	Repetitive motion-carpal tunnel syndrome, etc.
65	Machinery/Equipment	99	Other

75

76

Nature of injury codes

00	Not applicable
01	Allergy
02	Disfigurement
71	Occupational disease
72	Hearing loss
	Ç